

**2010 CENSUS  
U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
Detroit Regional Census Center  
Recruiting Bulletin**

**OPENING DATE:** 04/20/2009      **Announcement No.** Leave Block 3 on OF-612 blank  
**CLOSING DATE:** 06/30/2009      **LOCATION:** Cleveland South, OH; Cleveland West, OH

**POSITION TITLE:** Assistant Manager for Administration (AMA)      **PAY RATE PER ANNUM:** \$40,697.00

**NUMBER OF VACANCIES:** One (1).

**EXCEPTED SERVICE APPOINTMENT:** Schedule A Appointment, not-to-exceed one year, with the possibility of a one year extension.

**AREA OF CONSIDERATION:** **All U.S. Citizens.** Applicants must reside within the boundaries of the Local Census Office (LCO) where they are applying. Your application will be matched by our staff to your servicing LCO, as determined by the address listed on your application packet. See chart on web site that explains how to determine which LCO services your address.

**WORK SCHEDULE:** This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

**WHO MAY APPLY:** Anyone residing in the area of consideration (**see above**).

**DUTIES:**      **Assistant Manager for Administration (AMA)**  
Responsible for supervising and managing the payroll, supply requisitioning, and other administrative activities. Assures these activities are accomplished efficiently and expeditiously. Supervises the Office Operations Supervisors and up to 10 clerks. May also assist with recruiting activities. Supervises the daily processing of payroll, personnel, and other administrative documents. Monitors day-to-day selection, payroll, and personnel activities, reviewing completed work for accuracy and assuring that time schedules are met. Oversees payroll and personnel activities, helps maintain the flow and quality of work to meet deadlines. Monitors work status and makes adjustments to expedite production. Maintains working personnel payroll records which contain information covered by the Privacy Act. Provides administrative management information reports to the Local Census Office Manager (LCOM) and other management personnel. Maintains office facilities through an effective relationship with leasers or office building managers. Responsible for the approval of supply and material equipment requisitions, as needed, to ensure continuity of office operations. Assists in setting up and closing the Early Local Census Office (ELCO)/Local Census Office (LCO), assuring minimal waste of excess supplies and equipment. Through the use of manuals and on-the-job training, provides for the development of administrative staff. Assures the administrative operations are conducted within prescribed time schedules and budget allocations. Identifies problems and communicates clearly and persuasively the action associated with encountered problems. Assists as the principal technical advisor on administrative operations in the LCO answering inquiries from the Office Operations Supervisor and providing guidance to LCO employees.

**QUALIFICATIONS:** To qualify for the Assistant Manager for Administration position, all applicants MUST:

1. Pass a written management test; **and**
2. Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three areas must be at least at the level described as "c" in the attached Evaluation Criteria Statement for the Assistant Manager for Administration. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three

Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level you may not take credit for it and must choose one of the lower levels that you do meet in full.

#### HOW TO APPLY:

**Step One: Complete an application, the OF-612, and submit your resume.**

- a. [Optional Application for Federal Employment \(OF-612\)](http://www.census.gov/rodet/www/2010employ.html), (this form can be found on our website at <http://www.census.gov/rodet/www/2010employ.html>) **and**

Leave Block 3 "Announcement No." of the OF-612 blank. The Announcement Number is determined by the address listed on your application and will be filled in by a Census employee.

- b. A resume for this position, listing your work duties and accomplishments relating to the job for which you are applying

**Step Two:** Each applicant must complete and submit Evaluation Criteria statements for this position. (See attached sheet with the Evaluation Criteria questions.)

**Step Three:** Complete an [OF-306, Declaration of Federal Employment](http://www.census.gov/rodet/www/2010employ.html) (this form can be found on our website at <http://www.census.gov/rodet/www/2010employ.html>).

**Step Four:** Call the toll free number, 1-866-861-2010, or your Local Census office at (216) 377-4440 to schedule a **D-270 Supervisor test**. **NOTE: If you previously passed the D-270 test you do not need to retest; only follow Steps One through Three.** All applicants must follow Steps One through Three and submit an application packet, even if one was previously submitted.

#### APPLICANTS MUST BRING THE FOLLOWING DOCUMENTATION TO THE TESTING SESSION:

1. Bring a copy of your application (the OF-612), resume, Evaluation Criteria and completed OF-306 to your test session and give it to the test proctor, or mail the entire package to the Detroit Regional Census Center (address listed below).
2. **Two** forms of **current** acceptable identification (one must be a government issued picture ID). A sample listing of acceptable identification has been provided below.
3. List of **three** references (personal and professional) – name, phone number and address.
4. DD-214, Certificate or Release or Discharge from Active Duty (*if applicable*); this document must include the type of discharge (e.g. Honorable, General).
5. [SF-15, Application for 10-Point Veteran Preference](#) (*if applicable*) and supporting documentation.

Examples of acceptable identification include a U.S. Passport or Passport card, Permanent Resident Card or Alien Registration Receipt card, State issued Driver's license or ID card, School ID with a photograph, Voter's registration card, Social Security Account Number Card, Birth Certificate or a Native American tribal document. For a complete listing of acceptable ID, visit <http://www.uscis.gov/i-9> for a copy of the I-9 form used for verification of identification.

#### APPLICATION DEADLINE:

Application materials must be **received by 5 pm EST on the closing date** of the recruiting bulletin. **Applications received after this date will not be considered.** **Facsimile and emailed applications are not accepted.** Please do not staple your application paperwork.

If mailing your documents please send all application information to:

**Bureau of the Census  
Detroit Regional Census Center  
300 River Place Dr., Ste. 2950  
Detroit, MI 48207  
ATTN: Human Resource Specialist**

**READ THIS ENTIRE DOCUMENT BEFORE CALLING THE AGENCY WITH QUESTIONS.** For further information on this vacancy you may contact, Richard Ahti, Administrative Specialist, at (313) 396-5440 or Monique

Pawlicki, Administrative Specialist, at (313) 396-5515.

#### **SELECTION PROCESS:**

- Once the Recruiting Bulletin has closed, the applicant review process will begin.
- Qualified applicants will be referred to the Selecting Officials for consideration. Interviews and reference checks will be conducted. Selecting Officials will interview the highest ranking candidates; lower ranking candidates may or may not receive an interview.
- Selections will be made July through September. Most positions will begin in early October. Applicants not selected for a position will receive notification once the selection record expires.

#### **ADDITIONAL INFORMATION:**

- Payment of relocation expenses IS NOT authorized.
- Use of any Government agency envelopes to file job applications is a violation of federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted
- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (313.396.5200)

#### **CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule that may be changed from full-time, to part-time, or intermittent to accommodate fluctuating workloads
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment
- You will be required to complete a [Declaration of Federal Employment \(OF-306\)](#) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application you may not be hired, or you may be fired after you begin work, or you may be fined or jailed
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship)
- If selected, male applicants born after 12/31/59 must confirm their [selective service registration status](#). Certification forms are available at most federal agency personnel offices or from the U.S. Office of Personnel Management
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in a federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount to the agency that paid it

#### **THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

## Example: How to Answer Evaluation Criteria Statements

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING	
COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.</p> <p>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</p> <p>a. I have managed a geographically dispersed team of recruiters that included <u>all</u> of the following: a) managing at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included <u>all</u> of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals, and development of recruitment strategies.</p> <p>b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); b) managing equal/more than 10 employees; and c) included <u>some</u> of the following responsibilities: administering the testing of applicants, accomplishing recruitment goals, and implementing recruiting strategies.</p> <p><b>C.</b> I have been a recruiter and have supervised a staff of employees. I have not had to supervise another recruiter/supervisor/team lead. I have supervised one level/tier of subordinate management. I managed was less than 10 employees. I have also been responsible for <u>some</u> of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruitment goals.</p> <p>d. My experience is less than what is described above.</p>	<p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> <li>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <u>OR</u></li> <li>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.</li> </ol> <p>XYZ Company 1234 Street Detroit, MI 48027</p> <p><b>Recruiter</b> 05/20/2000-10/30/2005</p> <p>As a Recruiter, I managed a staff of <b>12</b> employees; I was the <b>first-line</b> supervisor. I was managed by the Lead Recruiter, who was managed by the Department head. As a Recruiter I worked with the HR Department to determine hiring needs. I then created a strategy to recruit the required number of qualified applicants. I executed my strategy by...</p>

Circle the appropriate answer in Column A.

Support your answer by completing Column B.

- Include the actual (or estimated) number of employees you supervised
- Include the level of management you worked at (i.e. General Manager, First-Line Supervisor...)
- Include the number of management levels
- Provide a detailed answer for *each part* of the question

**EVALUATION CRITERIA STATEMENT FOR  
ASSISTANT MANAGER FOR ADMINISTRATION (AMA)**

COLUMN A	COLUMN B
<p><b>Applicants are required to answer each of the three questions below in Column A by circling the best response and supporting their response in Column B.</b></p> <p>(Use additional paper as required.)</p> <p><b>**RETURN CRITERIA WITH APPLICATION**</b></p>	<p><b>Applicants are also required to complete the following:</b></p> <p>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. (If you have held multiple positions with the same employer be sure to differentiate by using the position title.) <b>or</b></p> <p>2. In the space below, write your experience that supports your answer. In addition to listing your experience, you <b>must include</b> the employer's name and address, the title of the position, and the dates of employment.</p>
<p><b>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over employees/supervisors. (Circle one appropriate letter.)</b></p>	<p><i>(Enter response that supports answer circled from Column A in the space provided below. Use additional paper as required)</i></p>
<p><b>1a.</b> As my primary responsibility, I have experience with <b>both</b> of the following: managing a staff of 20 or more employees that included at least <b>two</b> levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); <b>and</b>, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.</p>	
<p><b>1b.</b> As my primary responsibility, I have experience with <b>both</b> of the following: managing a staff of 10 or more employees that included at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); <b>and</b>, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.</p>	
<p><b>1c.</b> As my primary responsibility, I have supervised a staff of 10 or more employees, but I have not had to supervise another supervisor/team-lead <b>or</b> I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. The work I supervised had critical deadlines and was time-sensitive in nature.</p>	
<p><b>1d.</b> My experience is less than what is described above.</p>	

**EVALUATION CRITERIA STATEMENT FOR  
ASSISTANT MANAGER FOR ADMINISTRATION (AMA)**

**2. Please select the answer that best describes your payroll, personnel, and property management experience. (Circle one appropriate letter.)**

*(Enter response that supports answer circled from Column A in the space provided below. Use additional paper as required)*

**2a.** I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for **all** of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, **and** training and developing administrative staff.

**2b.** I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for **some** of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, **and/or** training and developing administrative staff.

**2c.** I have been personally responsible for ensuring the daily processing of payroll and personnel documents. However, I have **not** been personally responsible for **any** of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, **or** training and developing administrative staff.

**2d.** My experience is less than what is described.

**EVALUATION CRITERIA STATEMENT FOR  
ASSISTANT MANAGER FOR ADMINISTRATION (AMA)**

**3. Please select the answer that best describes your experience with using management reports to correct problems with payroll and personnel processing. (Circle one appropriate letter.)**

*(Enter response that supports answer circled from Column A in the space provided below. Use additional paper as required)*

**3a.** I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to manage the implementation of solutions.

**3b.** I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to implement effective solutions myself.

**3c.** I have used management reports to identify payroll and personnel processing problems and used analysis of these reports to recommend effective solutions to managers, or I have used reports to manage the implementation of solutions unrelated to payroll and personnel processing problems.

**3d.** My experience is less than what is described above.